

Library Technical Assistant Series

California State Personnel Board Specification

Series established July 1, 1970

Scope

This series specification describes two classes in California state service which perform technical subprofessional library work.

Schem Code	Class Code	Class
CG90	1307	Library Technical Assistant I
CG80	1308	Library Technical Assistant II

Library Technical Assistant Series Specification - Class Titles and Codes

Definition of Series

Library Technical Assistants follow established procedures which have been developed by Librarians. They work under the supervision of a Librarian and may supervise and direct subordinate staff. Library Technical Assistants perform specialized subprofessional duties, such as precataloging, interlibrary loans, book acquisition and locating simple bibliographic information. Such work primarily requires a practical knowledge of library functions and services and an ability to apply standard library tools, methods, and procedures within well-defined standards. These classes are distinguishable from general clerical classes which perform typing, stenography, and general office work, and from professional librarian classes which are involved in the development, direction, and evaluation of programs and in complex work requiring professional knowledge of the theories, principles, and techniques of library science. Factors affecting position allocation include: variety and complexity of work, extent of program development and evaluation responsibilities, independence of action, and degree of supervisory responsibility.

Definition of Levels

Library Technical Assistant I

Is the entry level for this series. Incumbents in this class assist professional librarians by performing a variety of responsible subprofessional library tasks within well-defined standards in such functional areas as book circulation, book acquisition, catalog classification, physical upkeep of library material, and book inventory. Incumbents may supervise a small group of clerical employees.

Library Technician Assistant II

Is the working supervisory level. Incumbents in this class perform the more responsible subprofessional library work and supervise a medium to large group of clerical and/or Library Technical Assistant employees engaged in library work.

Minimum Qualifications

Library Technical Assistant I

EITHER I

Equivalent to completion of the requirements for an Associate of Arts degree in Library Science.

OR II

Two years of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies.

Library Technical Assistant II

EITHER I

One year of experience in California state service performing the duties of a Library Technical Assistant I.

OR II

Experience: One year of increasingly responsible subprofessional library experience, including work in book acquisition, cataloging, reference, and compilation of bibliographies; and

Education: Equivalent to completion of the requirements for an Associate of Arts degree in Library Science. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Knowledge Requirements

Both Levels:

Require knowledge of elementary principles of professional library work and use of standard library tools; classification and cataloging techniques employed in fiction materials and precataloging techniques employed in nonfiction materials; library practices and procedures; data processing and research techniques related to library work; library materials, including governmental publications, pamphlets, newspapers, manuscripts, periodicals, films, and microfilms; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability Requirements

Both Levels:

Require the ability to read and write English at a level required for successful job performance; learn readily, reason logically and accurately; speak and write effectively; apply good judgment in making decisions in accordance with laws, rules, regulations, procedures, and library policies; direct the work of others; maintain cooperative relations with others; effectively contribute to the department's affirmative action objectives.

Special Personal Requirements

All employees must exhibit orderliness, tact and neatness, and demonstrate an interest in library work and in assuming increasing responsibility.

Additional Desirable Qualifications

Education equivalent to completion of the twelfth grade.